

# CompOnline® third-party administration client registration form

**An owner or officer must sign off on this form.** It may be copied to list additional CompOnline users if needed. If you have questions about CompOnline or the registration process, please call SFM Risk Solutions CompOnline Coordinator at (952) 838-4334 or (800) 937-1181 ext. 4334.

## Organization information

Organization name \_\_\_\_\_ Client number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

## CompOnline user

**Each CompOnline user will be assigned his or her own username and password.** The owner or officer completing this form should specify the location access for the user if your organization has more than one location, and the security access to be allowed.

The user listed below is authorized by the owner or officer signing on the back of this form and must agree to the CompOnline terms and conditions.

Employee name \_\_\_\_\_

Work address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_ Social Security No. (required) \_\_\_\_\_

**Does your organization have multiple locations?**  Yes  No

If yes, specify if the user will have access to all locations or be restricted to a specific location(s).

Claims information for all locations covered under this policy, or

Claims information restricted to the following locations: \_\_\_\_\_

**CompOnline contains sensitive and confidential information,** including medical information.

Check whether the user should have access to all information or be restricted.

I approve this user to access all information, including all medical information.

Do not give this user access to confidential medical information.

List the person in your organization who reports and handles work injuries \_\_\_\_\_

\_\_\_\_\_

## CompOnline® terms and conditions

By registering for CompOnline, you (meaning the policyholder or employer signing below) agree to the following terms and conditions:

1. CompOnline is a free service provided by SFM Mutual Insurance Company (SFM) to its customers at its sole discretion. SFM is under no obligation to provide access to CompOnline and may limit or terminate your access at any time for any reason.
2. You are responsible for protecting the privacy of your user name(s) and password(s) and for protecting the confidentiality or privacy of any information obtained using CompOnline. You agree to exercise due care to prevent unauthorized employees within your organization and outside third parties from gaining access to CompOnline. SFM has no liability whatsoever for the protection or privacy of your user name(s) and password(s) and shall not be liable for any consequential, incidental or special damages (including, without limitation, loss of business or profits) whether based on breach of contract, breach of warranty, negligence or otherwise, with respect to the privacy of your user name(s) and password(s).
3. The workings of CompOnline represent a trade secret and intellectual property of SFM. You may not disclose information about CompOnline (except for information that is already public), or demonstrate CompOnline, to anyone outside your organization without the written permission of SFM.
4. Much of the information and many of the resources contained within CompOnline are private, confidential and/or proprietary. You acknowledge that your user(s) may have access to sensitive and private medical information about claimants and to other confidential and/or proprietary information within CompOnline, and you agree that such information is not for secondary release or disclosure, which release or disclosure is strictly prohibited. You agree that if any such private, confidential or proprietary information is released or disclosed by you (including your user(s)), you are responsible for any damages claimed to arise out of such release or disclosure by any aggrieved party and/or by SFM.
5. SFM will take reasonable measures to keep third parties from unauthorized access to information submitted by you and to reports requested by you that are contained in or derived from CompOnline; however, SFM does not guarantee that third parties will not have access to any information, comments or materials that you submit to SFM through the SFM website.
- 6. SFM specifically disclaims any liability with respect to CompOnline and its other Web-based services. SFM shall not be liable for any damages, including, but not limited to, direct, indirect, incidental, special or consequential damages, arising from the use of CompOnline or any of the materials or information contained therein, or arising from any third parties' access to information submitted by you to SFM, or arising from your disclosure of confidential or private information to unauthorized persons.**
7. CompOnline is a registered trademark of SFM. The resources contained within CompOnline, and the source code used to produce them, are copyrighted by SFM. These terms and conditions and your use of CompOnline shall be governed in all respects by the laws of the State of Minnesota, except where such law is specifically pre-empted by federal law.

### Acknowledgment and signature of owner or authorized officer

The above terms and conditions are acknowledged and agreed to by the undersigned and by all users authorized by the undersigned to have access to CompOnline.

Date \_\_\_\_\_

Officer/Owner name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Officer/Owner signature \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please return the completed form to SFM Risk Solutions at:

SFM Risk Solutions, Inc.  
Attn: CompOnline Coordinator  
PO Box 9416  
Minneapolis, MN 55440-9416

Fax: (952) 838-2050  
(800) 944-1169

**SFM**  
The Work Comp Experts  
**Risk Solutions**